

**TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI
FAMILY COURT - JUVENILE DIVISION
MEDIATION AND SPECIAL COURT SERVICES
920 North Vandeventer
St. Louis, Missouri 63108**

**REQUEST FOR PROPOSALS
Family Contracted Services Program**

Proposal Deadline: March 3, 2006

BACKGROUND

Family Contracted Services is a program of contracted services provided to the clients of the Family Court. Funding for the Family Contracted Services Program is being provided by the City of St. Louis, Mental Health Board. All clients of the Family Court whose case has been opened and is classified by appropriate Family Court personnel as an active case is eligible for counseling, casework services, and/or any and all services. The services are voluntary in informal cases and required when a juvenile is under Official Court Supervision. Referrals are generated from the following units:

- ◆ Truancy Initiative
- ◆ City Court (Truancy)
- ◆ Informal Treatment and Diversion Units
- ◆ Prevention and Assessment Community Team Unit
- ◆ Comprehensive Study Unit
- ◆ Victim Offender Mediation
- ◆ Mediation and Special Court Services
- ◆ Staff utilizing the Informal Adjustment process
- ◆ Probation Services
- ◆ Neighborhood Accountability Boards

GIVENS

- All vendors shall provide the opportunity for services for all children and their families referred to the court
- All vendors will be cleared by Police and Child Abuse Neglect checks
- Every child referred to the court for services will be eligible for Mental Health Board Services
- Tutors must have Missouri teacher certification
- All treatment providers must have appropriate Missouri licensure
- All vendors' St. Louis City earnings tax must be current
- All vendors must have current St. Louis City business license

ASSUMPTIONS

The Family Court aspires best practice or promising programs.

- Children and families referred to the court are in need of an array of services
- All vendors should provide services that are already established
- All services must be evidenced-based, with outcome measures
- Services will not be provided during school hours
- All children and their families referred for services require a structured assessment of need.
- While a family and/or juvenile is receiving Family Contracted Services, the assigned Deputy Juvenile Officer will maintain contact with the family as well as the agency/vendor.
- Children with structured time, who participate in after school programs and mentoring are less at risk for offending.
- Cognitive Behavioral approaches work best with juvenile offenders.

SERVICES WE EXPECT TO BE PROVIDED

The St. Louis City Family Court is soliciting proposals from private vendors and community based social service agencies for the Family Contracted Services Program to provide one or more of the following services:

- ◆ **Counseling Services:** Particular attention will be given to vendors providing anger management, grief therapy and sex offender treatment. Counseling services should be offered in the form of individual, group, and family treatment, where appropriate.
- ◆ Tutoring services that focus on math and reading readiness
- ◆ Sex offender evaluations for both youth and adults
- ◆ Structured and/or organized recreational activities
- ◆ Respite care for youth needing immediate shelter care
- ◆ **Theft diversion:** prevention and intervention services for motor vehicle theft and related crimes, including vandalism and theft of property
- ◆ **Life Skills Group:** these groups should focus on, but not limited to, building self-awareness; self-esteem; interpersonal skills; decision making/ problem solving; coping skills; and conflict resolution
- ◆ **Victim-Offender Dialogue:** increases offender awareness of the physical, emotional, and material impact of crime and seeks a resolution to repair harm.

PROPOSAL SUBMISSION

A) The following information is to be submitted as part of the proposal:

- ♦ **Two (2) letters of recommendation**
Letters must be from local agencies, organizations or schools you have worked with.
- ♦ **Copy of teacher certification**
For tutors only
- ♦ **Copy of appropriate licensure**
For treatment providers only
- ♦ **Copies of the résumés of the director and staff providing the direct service**
- ♦ **Copy of Business License**
- ♦ **Copy of receipt for paid St. Louis City earnings tax**
If applicable
- ♦ **Copy of professional liability insurance**
- ♦ **Proposal**
 1. Briefly provide a clear and concise description of your agency and the services you provide.
 2. Describe any special training or additional degrees that indicate your qualification for this work.
 3. Describe the service(s) your agency will provide.
 4. Describe your experience in terms of its relevance to the proposed programs.
 5. Identify the goals and objectives of the proposed programs.
 6. Indicate where services will be provided. (Therapeutic and tutorial services should not be provided during school hours).
 7. Outcome measures included to reflect program/service effectiveness.

B) Deadline for the submission of proposals:

- ♦ Interested agencies should submit the original proposal and six (6) copies by 4:00 p.m. on March 3, 2006 to:
Shanté Lampley, M.A.
Mediation and Special Court Services Unit
Family Court-Juvenile Division
920 North Vandeventer
St. Louis, Missouri 63108
(314) 552-2394
- ♦ Proposals should be marked: ***Family Contracted Services Program***

*The Family Contracted Services Team will review all proposals. Only those agencies that are best qualified will be selected for interviews and subsequently recommended to become a contracted agency with the Family Court. The Family Court reserves the right to reject or accept any and all proposals.